

ATTACHMENT 2

REPORTS OF WORK

REPORTING REQUIREMENTS

The following reports shall be prepared by the contractor and distributed to the designated recipients in accordance with each specified requirement. Times are specified in calendar periods. Reports submitted under this contract shall cite the contract number in addition to identifying the Environmental Protection Agency (EPA) as the sponsoring agency.

A. Monthly Technical Progress Reports:

The contractor shall submit a monthly technical progress report for the ESAT work team operations to the Project Officer and the Contracting Officer within seven (7) days after the end of each calendar month.

The monthly progress report shall provide status of contractor work shall be organized by task area within each Task Order (TO). Discrete batches of work within each TO, defined and numbered by EPA, shall be tracked within each TO by listing the appropriate numbers and activity. For each TO, the report shall delineate TO activities completed during the month. Activities shall be referenced by TO and the TO's discrete individual activity number. The status of the activities shall be indicated, including: Whether the activity is new, in process or completed; if completed, was the required delivery date met; and, how many hours were expended in the activity. The report shall include a discussion of problems relating to any task area or specific TO activity, the impact on performance and/or delivery, corrective action taken and resolution.

The monthly report format (both progress and financial reports) shall be designed by the contractor and the first report submitted to the Project Officer within fifteen (15) days after the end of the first contract calendar month period. The Project Officer will notify the contractor of any changes needed after delivery of the first report and issue approval of the report format. Once approved by the EPA, this format shall be followed monthly. Any deviations/changes shall be approved by the Project Officer.

B. Monthly Financial Reports:

The contractor shall submit a monthly financial report for the ESAT work team to the Project Officer and Contracting Officer within seven (7) days after the end of each calendar month.

The monthly financial report shall be submitted concurrently with and integrated with the monthly Technical Progress Report, and shall contain the following information from ESAT work team operations:

a. Identification and narrative: Contractor's name, subcontractor's name (if applicable), EPA contract number, region, date and reporting month. Narrative shall describe any unusual or unforeseen costs incurred during the reporting period and shall discuss the status of costs incurred and hours utilized versus budget and hour projections, both in a cumulative manner and specific to the reporting period.

b. For each TO, broken out by task area and discrete individual activity number and summarized for all TO's - actual technical hours and non-technical hours worked as well as actual labor costs incurred during the reporting month. For completion type TO's this information will be used for gathering historical data. Note: Non-technical hours, such as: Clerical and

Corporate assistance shall be broken out and reported separately.

c. For each TO (broken out by task area) and summarized for all TO's, funds expended for other direct charges (ODC's) during the reporting month, reported by item. All charges shall be reported by type (reproduction, lab supplies, office supplied, etc.), and by description (vendor, individual traveler, etc.). At the Project Officer's request, copies of vendor invoices for all purchases of supplies and equipment for all charges shall be provided.

d. Cumulative hours worked and labor costs, reported by task order, labor category and task area, expended from the effective date of the contract through the last day for the reporting period. Non-LOE hours are to be broken out and summarized separately.

e. Cumulative funds expended for other direct costs, by TO (broken out by task area), from the effective date of the contract through the last day of the reporting period.

f. Cumulative funds expended from the effective date of the contract through the last day of the reporting period. Include a cumulative incurred costs per direct labor hour average computation and compare the result to the cumulative average costs per direct labor hour derived from the estimated cost of the contract.

g. Estimated costs and direct labor hours to be expended during the next reporting period.

h. Estimated travel costs/destination to be expended during the next two reporting periods. Estimated travel costs/destination incurred but not yet invoiced to EPA. Actual travel costs/destination billed to the EPA for the reporting period by TO. Indicate if charges are complete or if trailing costs are outstanding. For estimated trailing costs indicate when outstanding charges will be billed to the EPA.

i. Comparison of costs incurred and direct labor hours utilized to contractor's budget projections for task order completion.

j. Funded balance remaining by task order as well as contract ceiling.

k. The number hours expended for each individual separately numbered batch of analyses shall be divided by the number of analyses in the batch and reported as labor hours/analysis for work completed during the month on each task order.

l. The fully burdened hourly rates shall be factored into the calculations for (j.) above and labor cost/analyses shall be computed and reported for each batch of analyses completed during the reporting period.

C. Monthly Program-Specific and Site-Specific Cost Accounting Reports:

The contractor shall be responsible for maintaining records and reporting all contract costs by EPA Superfund Program accounting numbers, specifically by site and TO. Site-specific accounting shall be done in accordance with the requirements set forth in the contract. Site-specific

or other accounting numbers will be on the task order documents or supplied with discrete individual activity numbers. These financial reports shall be submitted on a monthly basis concurrently with the invoice for financial reimbursement. Site-Specific reports are to be submitted on standard letter size paper.

The contractor shall be responsible for maintaining records and reporting all contract costs incurred by EPA Program. Program specific accounting shall be broken down by number of active task orders, current and cumulative labor hours, current and cumulative labor costs, other direct costs and total costs.

D. Quality Assurance Plans:

In addition to the Quality Management Plan required in the solicitation, the contractor shall prepare Quality Assurance Project Plans (QAPP) as directed in individual task orders. Quality Assurance plans shall comply with the following reference documents:

ANSI/ASQC E4-1994, *Specifications and Guidelines for Quality Systems for Environmental Data Collection and Environmental Technology Programs*, American National Standard, January 1995, or most recent revision.

EPA QA/R-2, *EPA Requirements for Quality Management Plans*, Interim Final, November 1999, or most recent revision.

EPA QA/R-5, *EPA Requirements for Quality Assurance Project Plans for Environmental Data Operations*, Interim Final, November 1999, or most recent revision.

All requirements/guidance documents incorporated by reference therein.

As necessary, QA plans shall be updated by the contractor to reflect changes in procedures. Such additions/changes shall be subject to Project Officer approval.

E. Technical Reports:

Documents/reports required in the performance of contract activities shall be submitted by the contractor as designated in EPA issued task orders.

F. Health and Safety Plans:

The contractor shall prepare a Health and Safety Program Plan, based on EPA Regional Health and Safety Plans or other written EPA Health and Safety guidelines and comply with State and Federal requirements. A copy of the Health and Safety Plan shall be submitted to the Project Officer within sixty (60) days following contract award. If revisions are necessary during contract performance a copy of the revised Health and Safety Plan shall be provided to the Project Officer within thirty (30) days of implementation.

All hazardous site related activities conducted in the field at Superfund or other sites (such as with a FASP unit) shall require a separate site specific Health and Safety Plan. Copies of the contractor Site Specific Health & Safety Plans shall be submitted to the Project Officer as specified

in individual task orders.

Health and Safety Plans shall be prepared in accordance with all applicable Federal, State, and Local laws and regulations and shall be consistent with EPA Regional policies.

G. Property Reports:

Property Reports shall be prepared as specified in Section G of the contract.

H. Other Reports:

Other reports not specifically identified in this attachment may be required as specified in individual task orders issued under the contract.

Report Distribution Addresses:

- (1) Project Officer
- (2) Administrative Contracting Officer
- (3) Task Order Project Officer

All reports shall be delivered to the Project Officer. Copies of all reports shall be delivered to the Contracting Officer. Task Order specific reports shall be delivered as specified in the task order.